6.1.3 The institution maintains transparency in its financial, academic, administrative and other functions

Financial Transparency:

The members of the Finance Committee discuss major matters relating to budget provisions of the College and finalize budget proposals to be presented before the Management Council for approval near the beginning of each year financial year.

The day to day income received and expenditure incurred is accounted and documented in the

various registers of the college; It is being audited by competent authority and counter signed by the principal at regular intervals.

The financial accounts are audited yearly under various heads at different strata like Management level and Charted Accountants level

The financial transparency of the institution reflects in the following actions

* Preparation of annual statement of accounts
* Structured utilization of UGC/PTA/management funds
* Auditing and documentation of the fund by internal and external (Govt/UGC) system
* Documentation of all financial transactions
* Periodic filing of documents of income tax paid by staff members

Academic Transparency:

The regulations, curriculum and syllabus are uploaded on the college website. There is an academic committee in the college which monitors the academic activities.

 The rules and regulations are made clear to the Students through the college Annual Calendar; made available online or through Hard copies.

Significant current events, including admission, examinations, seminars, time-tables, workshops, training programs, etc are posted on the College Blog and College notice board. They are circulated among the staff and students.

The admission process at the Under Graduate and Post Graduate level is organized as per the norms laid down by the University of Kerala in the Prospectus. The process is published through the College Website and also by one-to-one counselling on campus for those who seek information regarding admission.

The mid-term examinations, assignments, and projects are verified and feedback is provided

regularly.

Transparency in the Admission process is ensured through:

Online process through college LMS/University level Admission Portal on the basis of merit and reservation policies of Government of Kerala.

Interaction Session with parents and students.

Course curriculum explanation through interview.

Proper documentation with receipts for official and in-house contribution by Students/Parents.

Transparency in Administrative and auxiliary functions:

* Periodic review meeting at various levels.
* Periodic Faculty Meetings, Institutional IQAC, Research Review Meetings, Class Representatives
* (CRs) Meetings.
* LMS Based attendance and admission.
* Grievance Redressal mechanism for faculty, students and parents.
* Timely handling of files and papers to various agencies.